

Yolanda M. Owens Travel Form

Please complete and return to:

Yolanda M. Owens ♦ P.O. Box 11471 ♦ Burke, VA 22009

Email: yolandamowens@gmail.com

Ms. Owens needs ALL of this information with her when traveling prior to arrival for your group's event.

Contact Information:

Representative Name:		Title:
Association/Company/School:		
Phone #:	Cell #(in case of emergency):	
Mailing Address:		
City:	State:	Zip:

Event Information:

Date of Event(s):	Event Time(s):
Topic(s) Your Group Selected: <input type="checkbox"/> Job Search GPS—Navigation Tactics for College Job Seekers <input type="checkbox"/> Resume Writing Tactics for College Job Seekers <input type="checkbox"/> Mastering the Corporate Interview Process <input type="checkbox"/> Managing and Mentoring Millennials	
Event Location Details:	
Approximate # of Attendees:	Does Yolanda need a Parking Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please mail parking pass to address above.</i>

Hotel Information:

Hotel Name:	Phone #:	
Address:		
City:	State:	Zip:
Hotel Website:	Confirmation #:	

Ground Transportation:

Will a representative be picking up Yolanda at the airport? Yes No

Note: Most groups have Yolanda rent a car for convenience. Groups cover all rental car expenses for duration of stay.

Program Requirements:

- ◆ Microphone (Wireless Lapel Clip-on Microphone is preferred)
- ◆ Two Bottles of Water
- ◆ Projector, screen, internet connection

****Yolanda will provide introduction to be read before each presentation. ****